

# Microsoft OneNote

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All district computers running Microsoft Office 2007 have OneNote already installed. To find it...

1. Start
2. All Programs
3. Microsoft Office
4. Microsoft OneNote 2007

OneNote is a great way to organize your notes in a binder that is saved on your hard drive. (Notebooks are saved to your My Documents folder by default, but this can be changed.)

Today we will be accessing this notebook through a Live Sharing Session.  
Here's how to join...

1. Click Share from the Menu Bar.
2. Select Live Sharing Session.
3. Join Existing Session.
4. Type in the password - aeatech

# Microsoft PowerPoint

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## Want to keep your students' attention?



Try a little Mischief. <http://www.microsoft.com/multipoint/mouse-mischief/>

Mouse Mischief integrates into Microsoft PowerPoint 2010 and Microsoft Office PowerPoint 2007, letting you insert questions, polls, and drawing activity slides into your lessons.

Students can actively participate in these lessons by using their own mice to click, circle, cross out, or draw answers on the screen.

Here's what you need...

1. Teacher computer with Mouse Mischief installed.
2. Wireless USB mice (maybe a USB hub)
3. Student teams
4. An interactive lesson designed by you or downloaded from the Mouse Mischief Web site.

*\* You will need to run Windows updates to get the Service Pack 3 upgrade -*

<http://www.update.microsoft.com/microsoftupdate/v6/default.aspx?ln=en-us>



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### Creating Postcards in History

(This lesson available from <http://www.microsoft.com/education/postcards.aspx>)

Take this lesson further...

1. Use the Business Cards templates to have students create business cards for historical figures similar to the calling cards used long ago.
2. Use the Resume templates to create a resume of a famous person.
3. Use the Advertisements templates to create an advertisement for a famous event or item, such as a voyage aboard the Titanic or Hindenburg.
4. Use the Newsletters templates to create a newspaper of a historic day or time.

## Sharing Projects Beyond the Classroom

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Did you know that students can now access their projects from home without having the software installed?

Use the new Microsoft SkyDrive, students can access and create projects using Word, Excel, PowerPoint, and OneNote.

- Go to <http://www.live.com>
- Create a FREE Windows live account (this can be generic for the class or individual student accounts)
- Click the Office link at the top.
- Upload files created in class by clicking the Add Files link.
- Create new files by clicking the program links on the right hand side.

## Questions or Lesson Ideas...

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This page will be turned on for participant input. What questions would you like answered? What lesson ideas do you have for these products?